

The role of the Age Group Coordinator is to oversee, provide leadership, coordinate and communicate with volunteers and teams in an age group.

- Manage registrations as required and use best judgment to make decisions about sport program registration (i.e. - A parent wants to move their child to another age group).
- Ensure all age group volunteer positions (Team Managers, Coaches, Field Marshals) are filled and recruit if necessary.
- Inform Team Managers, Coaches and Field Marshals of their roles on the team (provide role overview). Be in communication with the Team Managers to distribute team information (schedules, equipment pick-up info) at the start of the season.
- Get the photo schedule from the photo coordinator and distribute to managers to pass along to teams.
- After photos are delivered, send a note to team managers about where to pick up photo packages to deliver to players.
- Oversee the Field Marshals (follow up to ensure fields have been checked on sport day) and communicate cancellations or field changes to Team Managers and Sport Lead.
- Other duties as required.